Officer Skills Capture

28 February 2005

Why Are We Here?

"Officer Skills Capture Project"

- **Provide Information**
  - **Officer Skills Capture**
- **Ask for your support in obtaining**
  - **Officer participation**
  - **Additional funding**

What Does Participation Mean?

"Officer Skills Capture Project"

- **Tell us what work they do**
- **Respond to job analysis survey**
- **Assist in construction of SkillObjects™ (Occupational Skills)**
- **Complete self-assessment using SkillObject Mapper™**

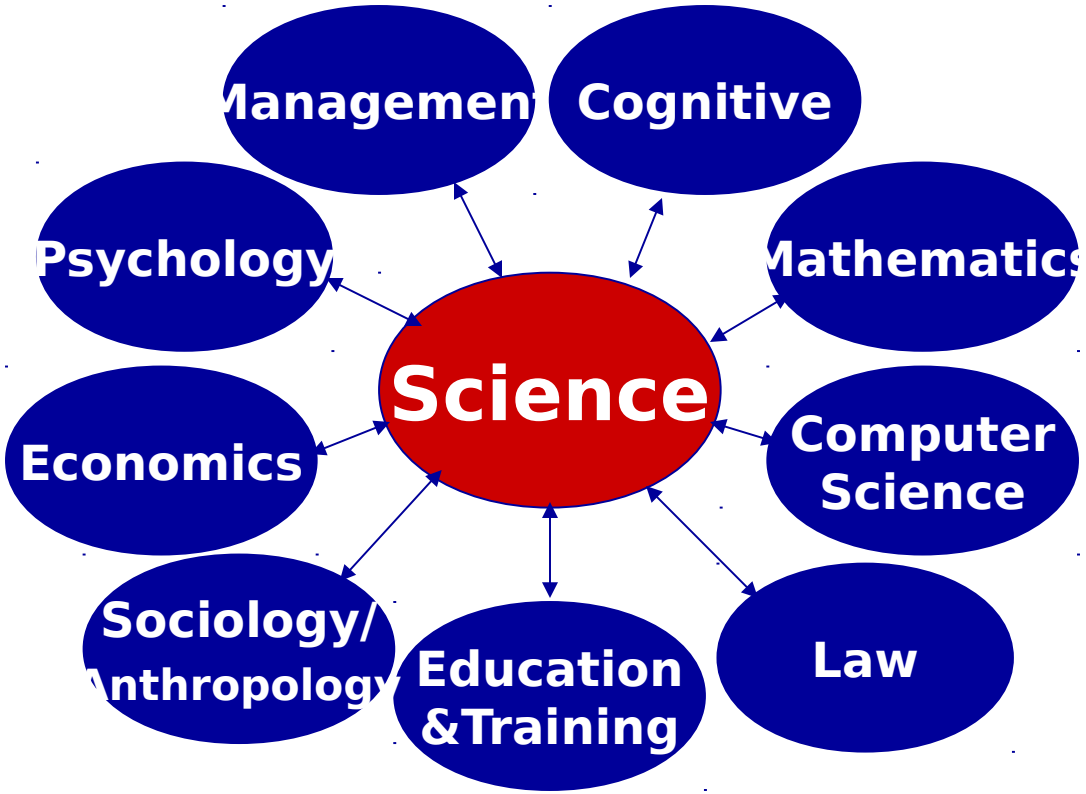
Officer Skills Capture

"Officer Skills Capture Project"

Align Officer Communities with DON Human Capital Strategy

Skills Capture Science

"Officer Skills Capture Project"



Skills Capture uses a process called Job Analysis (JA)

JA identifies/determines (in detail):

- **particular duties and requirements**
- **relative importance of these duties for a given job**

Where Are We?

"Officer Skills Capture Project"

- **Selected 115 NOBCs as initial entry into skills capture**
  - **521 NOBCs remain unfunded**
- **Developed legacy tasks using Industry Standards**
- **Initiated job analysis mid-February 2005**

How Can You Help?

"Officer Skills Capture Project"

- **Direct Officer participation**
  - **Emails, message traffic, staff meetings, etc.**
- **Support obtaining additional funding**
  - **Endorse project up Chain of Command**

Back-up Slides

What Are the Benefits?

"Officer Skills Capture Project"

…Skill Portability…

- **Define the Work of Officers**
  - **Ability to analyze and redistribute work**
- **Establish Baseline of Officers' Capacity**
  - **Knowledge, Skills, Abilities, and Other Traits (KSAO)**
- **Efficient Use of Officer Personnel**
- **Align Officers Communities with DON Human Capital Strategy (HCS)**